

**Austin Area Comprehensive HIV Planning Council
Executive Committee Meeting Minutes
August 1st, 2017**

MEMBERS PRESENT

Justin Smith, AACHPC Chair
L.J. Smith, AACHPC Vice-Chair
Glenn Crawford, Secretary
Dale Thele
Nicole Evans

MEMBERS ABSENT

None

AACHPC STAFF PRESENT

Crystal Flores, Program Manager Laura Still, Planner Dwight Scales, Admin

ADMINISTRATIVE AGENT STAFF PRESENT

None

OTHERS PRESENT

Cassie DeLeon

I. Call to Order: AACHPC Vice Chair, L.J. Smith at 6:14pm

II. Certification of Quorum: Quorum was established and certified by Vice Chair, L.J. Smith

III. Introductions/Announcements: None

IV. Approval of July 6th, 2017 Minutes: *Chair, Justin Smith motioned the minutes to be
Approved as submitted*

V. Review of AACHPC and Committee Attendance:

The Chair, Justin Smith expressed concerns about the Planning Council being below HRSA requirements and discussed strategies to recruiting new members as well as consumers to reflect our HRSA requirements and bring more diversity. The council also reviewed current attendance. Chair, Justin Smith noted we officially have 13 Planning Council members with (1) membership pending.

VI. Sub-Committee Planning Calendar:

The Executive committee decided to form a new committee called the Evaluation- QM. This committee's 1st meeting will be held on August 8th, 2017 6:00pm @ the Austin Energy Green Building Room 130

Next Steps:

- Make meeting minutes corrections via: Secretary
- Possible consent items (Membership Applications) minutes will remain a voting item.
- The Chair will coordinate response to HRSA grant application findings

VII. Sub-Committee Agendas:

The Executive committee reviewed and discussed topics for the upcoming sub-committee meetings and next steps.

- **Evaluation-Quality Management Committee** Meeting Planning (8-8-17)

- Communication Plan Update
- Grant Application Review Process
- Alternative meeting locations
- Sub-Committee name options
- Upcoming Standards of Care:
 1. Outreach Services (comments)
 2. Universal Standards of Care (Vote)
 3. Non-Medical Case Management (Vote)
 4. Medical Case Management (Vote)

Evaluation-QM Committee Next steps:

1. Review upcoming Standards of Care up for vote prior to meeting

- **Comprehensive Planning Committee:** Meeting Planning (8-8-17)

- Update on Survey Administration
- Data reporting template review
- After Action review
- Focus Group Planning & Question Review (Vote)
- Volunteer Appreciation

Comprehensive Planning Committee next steps:

1. After action review (extracting from the comprehensive plan important items that relate directly or specifically to the needs assessment.
2. Template review from Houston EMA
3. Possible focus group timeline
4. Prioritize focus group list
5. Finalizing core focus group questions (Vote)
6. Access database updates

- **Allocations Committee:**

- Review past Part A Allocation/Expenditure Trends
- Review level funding/Increase/decrease plan

Allocations Committee next steps:

1. Review Priority Setting Timeline
2. Prepare and compare past and present expenditures

VIII. Review Planning Council Documents and Upcoming Business Committee items:

The Executive committee reviewed, discussed:

1. Follow up on the grievance process
2. Comprehensive Plan Spotlight Report
3. Possibly adjusting specific committee work loads
4. HRSA introductions (Site visit purposes)

IX. HIV Planning Council Staff Report

- Ongoing Training
- PC Admiration
- AIDS Walk Participation
- Executive Committee meeting with HRSA information
- Community STAR Award
- HRSA visit sheet
- December Business meeting location

Next Steps Recap:

- ❖ Look at community award processes
- ❖ December meeting venues
- ❖ Review consent voting
- ❖ PC Secretary duties

X. Meeting Adjourned at 9:36pm

NEXT SCHEDULED MEETING

**City Hall 301 W 2nd St, Austin, TX 78701 Room 2003
Tuesday, September 5th, 2017 6:00 P.M.**

